

- 3) When finished, click outside the chart to leave selection mode.

Moving

Move a chart interactively using one of two methods:

For small moves

- 1) Click once on the chart to select it. Square selection handles appear around the border of the chart.
- 2) Press an arrow key to move the chart a few pixels at a time, or press *Alt* + an arrow key to move the chart one pixel at a time.
- 3) When finished, click outside the chart to leave selection mode.

For larger moves

- 1) Click once on the chart to select it. Square selection handles appear around the border of the chart.
- 2) Hover the cursor anywhere over the chart until it changes to a move cursor (shape depends on computer setup).
- 3) Click and drag the chart to its new location.
- 4) Release the mouse button when the chart is in the required position.
- 5) When finished, click outside the chart to leave selection mode.

Position and Size dialog

The Position and Size dialog contains options for defining the position of the chart on the page, specifying its size, rotating it, and slanting it.



Note

In addition to charts, the Position and Size dialog can also be used to modify and position other graphic elements, such as those available on the Drawing toolbar.

To resize or move a chart using the Position and Size dialog:

- 1) Right-click on the chart and select **Position and Size** in the context menu to open the Position and Size dialog (Figure 124).
- 2) Select the desired options on the *Position and Size*, *Rotation*, and *Slant & Corner Radius* tabs on this dialog. See below for further information about the options on these tabs.
- 3) Click **OK** to close the dialog and save changes.
- 4) When finished, click outside the chart to leave selection mode.